

PURCHASE OR COMMERCIAL LEASE APPLICATION ADDENDUM

NOTE: READ CAREFULLY

1. **A Preliminary Application Information Sheet (Preliminary Application Sheet), signed and dated by the Real Estate Division, must accompany any new application for Purchase or Lease.** If a Preliminary Application Sheet does not accompany the application, or if it is not signed and dated, or if the application is not submitted within 90 days of the Preliminary Application Conference date, the application shall be rejected.
2. Preliminary Application Conferences shall be set up by an administrator of the Sales and Commercial Leasing Section at (602) 542-3000. The Conference may be with the proposed applicant or a broker representing the applicant. Preliminary Application Conferences shall be by appointment, may be in person or by phone, shall be scheduled for a thirty (30) minute time period, and shall occur on the first and third Wednesdays of each month, unless an administrator personally arranges otherwise.
3. An appointment for a Preliminary Application Conference must be set up at least ten (10) working days in advance, and the potential applicant must provide a completed Preliminary Application Sheet prior to or at the time the Preliminary Application Conference is scheduled. The completed Preliminary Application Sheet may be mailed, hand delivered, faxed or provided electronically. If the Preliminary Application Conference is scheduled by telephone, it is the responsibility of the potential applicant or broker to make sure the Preliminary Application Sheet is delivered to the administrator prior to requesting the Conference. The administrator shall not schedule the Preliminary Application Conference if the potential applicant fails to provide the completed Preliminary Application Sheet prior to scheduling the Preliminary Application Conference.
4. Administrators will be assigned to be available for Preliminary Application Conferences on a rotating basis.
5. When the Preliminary Application Conference is concluded, the administrator shall return the Preliminary Application Sheet to the potential applicant or his broker to submit with the application if one is filed, and retain a copy.

ACCEPTANCE OF THE APPLICATION SUBSEQUENT TO COMPLETION OF THE ADDENDUM DOES NOT CONSTITUTE A FINAL DETERMINATION BY THE DEPARTMENT OF THE MERITS OF THE APPLICATION.

ARIZONA STATE LAND DEPARTMENT
REAL ESTATE DIVISION

ADDENDUM TO APPLICATION
REQUIRED PRELIMINARY APPLICATION INFORMATION

This completed form, signed and dated by the Real Estate Division, must accompany every New Purchase or Commercial Lease Application. The Department will not accept an application for a purchase or commercial lease without this form being completed.

_____ Purchase _____ Lease

APPLICANT INFORMATION

Applicant Name: _____
Contact Name: _____
Mailing Address: _____
City: _____
State & Zip Code: _____
Phone: _____ Fax: _____
E-Mail: _____

PARCEL INFORMATION

Section/Township/Range: _____
Political Jurisdiction: _____
Existing Zoning: _____ General Plan Designation: _____
Existing Adjacent Land Uses:
North _____
East _____
South _____
West _____

Proposed Project Description and time line for development:

Access (describe, name street): _____

Is access an improved dedicated public street? _____ Yes _____ No

What are the drainage and/or flood plain constraints or requirements for the subject?

What is the estimated number of waterways/washes and their size? _____

Water: List Provider (Contact Information and copy of service boundary map from Arizona Corporation Commission if private utility); Location and diameter of line to service proposed development; is there adequate capacity?

Sewer: List Provider (Contact Information and copy of service boundary map from Arizona Corporation Commission if private utility); Location and diameter of line to service proposed development; is there adequate capacity?

Are there any extraordinary issues affecting the subject parcel that you are aware of, such as the existence of endangered species, cultural resources, topographic constraints, etc.? _____

What is your opinion of the value of the parcel you wish to purchase or lease, per acre, and if appropriate, per square foot? _____

Why are you requesting that this property be sold or leased at this time? Provide supporting market data. _____

Real Estate Division Signatures Only

Preliminary Application Interview Took Place with: _____

Real Estate Division Director/Manager Signature: _____

Date: _____